

# **Kansas City Composite Squadron Position Policies**

## **DIRECTOR OF COMMUNICATIONS (DC) (P214)**

### **SENIOR MEMBER POSITION DESCRIPTIONS**

Position descriptions at all echelons (region, wing, group, and squadron) are so similar that one broad position description applies to all levels, unless otherwise indicated. Since CAP directives describe in detail the tasks to be performed in each position, each staff officer should become completely familiar with the CAP directives listed in his/her position description. Also, it should be noted that all phases of each position are covered even though some units do not have a particular need for every task.

Squadron commanders are authorized and encouraged to develop more detailed position descriptions for their staff officers to fit the individual unit situation and talents of unit personnel.

### **DUTIES**

Reports to the Squadron Commander.

Manages and directs communications activities.

They shall:

- Develop and implement communications plans, programs, and directives in close coordination and in support of command, operations and emergency services
- Submit an annual CAPF 2a to unit commander by 15 September for the following year CAPR 100-2 para 3-2 and CAPR 35-1 para 3
- Upon new appointment provide a copy of the Transfer of Communications Property Responsibility statement to the unit commander for submission to wing CAPR 100-2 para 3-2
- Provide a copy of the revalidated unit CEAR (S-8) report by 15 March to the unit commander and the wing Director of Communications CAPR 100-2 para 3-9c
- Submit other reports to Wing DC submitted in accordance with wing requirements
- Establish requirements and track acquisition and disposition of communication equipment in coordination with Logistics Officer
- Coordinate communications plans and programs with other staff agencies and with subordinate and higher headquarters

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- Develop detailed operating procedures for communications operations and guidance to subordinate units and personnel
- Collect and report data to determine the effectiveness of communications operations
- Coordinate licensing or frequency authorizations for all radio operations
- Develop communications training programs CAPR 20-1 (E) 31 for the unit and advise wing DC for any new information that can be included CAPR 100-1 Vo; 1 para 5-5b
- Coordinate communications conferences, meetings, exercises and workshops for the unit, Wing DC and other agencies
- Review the annual Wing communications plan and ensure unit members are informed
- Monitor unit communications
- Utilize the Communications Equipment Management System (CEMS) and/or ORMS to track equipment and remove NTIA non-compliant equipment from service and returned to wing CAPR 100-2 para 1-3e(1), para 2-3-5b(2), 1-4a, and CAPR 100-1 Vol 1 para 7-9
- Establish programs to maintain and operate unit radio equipment
- Review and comply with all National, Wing and Squadron Policies
- Ensure compliance and submit a completed self SUI by 1<sup>st</sup> of September annually to the Squadron Commander
- The communications officer should having a working knowledge of CAPP 214 and CAP directives in the 50, 55, 67, and 100 series and the NTIA manual of regulations and procedures for Federal Radio Frequency Management

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### **KS-034 TERM LIMIT POLICY**

Squadron Commanders have flexibility in determining how senior members and cadets serve in their staff positions. There is no standard term of office. However, unit commanders are encouraged to set term limits for three reasons:

- (1) Term limits make it clear senior members and cadets must work hard if they are to continue enjoying the opportunity of serving on staff. Staff service is a privilege, not a right.
- (2) Term limits allow other qualified members opportunities to develop professional skills and leadership qualities. CAP wants to develop the leadership potential of all members and cadets by assigning them jobs befitting their rank and skill. For cadets, term limits can help ensure every deserving cadet has a chance to lead.
- (3) Term limits create a face-saving measure if senior members or cadets are unable to perform their duties, for whatever reason. It is better for a senior member or cadet to be assigned to a different position at the end of the term, rather than be fired because of poor performance. Staff service is supposed to be a positive learning experience.

For the purposes of providing a commanders recommendation of a member to internal or external organizations, the member must satisfactorily complete the term of position. If the member cannot complete the assigned term, a letter of resignation should be submitted at least 30 days prior to the effective date of change of service or intent of leaving the unit or CAP to the squadron commander. The commander may provide a recommendation if the situation warrants based on extenuating circumstances.